

# Water Quality Specialist

## PURPOSE:

Coordinate efforts to reduce inflow/infiltration (I/I), enforce wastewater and surface water code violations, and control erosion.

## FUNCTIONAL AREAS:

1. Coordinate efforts to reduce inflow/infiltration (I/I), and enforce wastewater and surface water code violations.
  - \*A. Collect and analyze all applicable data; determine and document sources of inflow and infiltration, illicit discharges, etc. into the sanitary sewer system.
  - \*B. Maintain an inspection schedule of the City's sewer system to determine sources of I/I, illicit discharges, code violations, etc.
  - \*C. Inspect individual properties (residential, commercial, and municipal) for I/I or code violations, including illicit discharges; proper connections and disconnections; inspect construction sites for erosion control and storm water detention measures.
  - \*D. Document and report findings and violations; provide reports and presentations as necessary and as requested; provide written notice as required.
  - \*E. Develop and coordinate a reasonable schedule with property owners for correcting violations.
  - \*F. Issue citations for violations; assist legal staff, including testifying, in related enforcement actions.
  - G. Develop and present related educational information and programs.
  - \*H. Assist in the administration of grants and loans as necessary.
  - \*I. Assist in developing and enforcing a pollution prevention program.
  - \*J. Assist and participate in other related Utility Operations projects as assigned.
  - \*K. Assist in coordinating a wastewater sampling program.
2. Other related functions
  - \*A. Determine priorities, assign work, and coordinate schedules of assigned personnel.
  - \*B. Monitor work to ensure compliance with established methods, guidelines, standards, and procedures.
  - \*C. Instruct personnel in safe operating procedures.
  - \*D. Communicate with people using various and multiple means to keep them informed and knowledgeable.
  - \*E. Ensure all work is accomplished in the safest manner possible.

## JOB REQUIREMENTS

### 1. Education and Experience:

- † A. Education and experience which demonstrates a proficiency in the knowledge, skills, and abilities listed below, and
- † B. Verifiable, satisfactory work experience in a position of similar complexity and level of responsibility.

### 2. License Requirement:

- A. Possession of a valid Minnesota driver's license or privilege by date of appointment and thereafter.

3. Knowledge:

- † A. Knowledge of the operation, maintenance, and design of sanitary and storm water collection systems.
- B. Knowledge of building codes related to sanitary system plumbing.
- C. Basic knowledge of computer-based record keeping systems.
- D. Basic knowledge of local, state, and federal regulations pertaining to waste water conveyance systems.
- E. Knowledge of applicable safety laws and regulations.
- F. Knowledge of City of Duluth codes pertaining to wastewater discharge.
- G. Knowledge of proper and safe methods of excavating and shoring.

4. Skill:

- † A. Skill in applying appropriate inspection techniques related to all areas of stormwater, wastewater, and sewer system control and maintenance..
- † B. Skill in coordinating the efforts of governmental agencies, private industry, and the general public.
- † C. Skill in communicating orally and in writing.
- D. Skill in preparing and presenting narrative and graphic descriptions and documentation.

5. Abilities:

- A. Ability to obtain a Minnesota Pollution Control Agency Class SC Wastewater Treatment Operators License.
- B. Ability to use a personal computer for data/record keeping.
- C. Ability to use flow metering and rain gauge equipment and software.
- † D. Ability to read and interpret blueprints, plans, maps, ortho-rectified photographs, and GIS reports and maps.
- E. Ability to use GPS equipment.
- † F. Ability to organize, assign, and direct personnel in the completion of duties.
- † G. Ability to work independently.
- † H. Ability to attend work on a regular basis.
- † I. Ability to remove and or replace sewer manhole covers (usually by prying and lifting) weighing 100 pounds.
- † J. Ability to transport (usually by lifting and carrying) equipment weighing up to 25 pounds used in testing for infiltration and inflow entering the sanitary sewer system.

\* Essential functions of the position.

† Job requirements necessary on the first day of employment.

Anlst: KG	Date:
Union: Basic	Pay: 31
CSB: 09/07/04	
CC: 9/27/04	Res: 04-0638R